

Vigo County Drug Court Drug Court Technician

The Vigo County Drug Court Technician operates under the supervision of the Drug Court Coordinator. The program is housed within the Vigo County Court Alcohol and Drug Program and operates under the auspices of Vigo Superior Court, Division 5.

Job Title Drug Court Technician

Responsibilities

- Witness the collection of female urine specimens.
- Maintain chain of custody of urine specimens
- Protect and maintain confidential records.
- Validate laboratory equipment according to protocol.
- Maintain laboratory equipment according to protocol
- Process urine specimens according to protocol.
- Report laboratory results in a timely manner.

Other Responsibilities

- Monitor breathalyzers and antabuse distribution on weekends and holidays as assigned.
- Perform other job responsibilities as assigned.

Work Shift

- Monday, Tuesday and Thursday 7:00 a.m. to 2:00 p.m.
- Weekends and holidays as assigned.
- Other hours may be assigned depending on workload.

Salary

- \$10.00 per hour as extra help. No benefits.
- Grant funded position

Requirements

- Mature and responsible person.
- Must submit to criminal background check.
- Must submit to drug urinalysis upon hire.
- Data entry or computer experience.
- Laboratory experience preferred.
- Ability to work flexible schedule.

Deadline

Accepting applications/resumes through October 16, 2009.